

# TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

650 College Blvd., Laura Moore Cunningham Science Center,  
Hanigan Board Room (#115A), Ontario, OR 97914

## BOARD MEETING MINUTES

Tuesday, October 19, 2021, 6:00 p.m.

### Board of Education members in attendance (quorum present):

Chair Dirk DeBoer, Cheryl Cruson, Stephen Crow (via Zoom), Ken Hart, Roger Findley, and Betty Carter  
(absent: Mark Wettstein)

### Staff, representatives, and guests in attendance via Zoom or in person:

President Dana Young, Vice President Eddie Alves, Vice President Travis McFetridge, Vice President Shirley Haidle, Anne Marie Kelso, Abby Lee, Cathy Yasuda, Carol Buttice, David Koehler, Jeremy Yraguen, Charla Wheeler, Abby Smith, Kate Russell, Diana Soto, Jeff Swope, Dr. Mary Ridout, Sam Widner, Brady Merrifield, Hannah May, and Jason Miller (Argus Observer).

Chair Dirk DeBoer led the group in the flag salute and reading of the mission and vision statements.

#### I. Work Session

##### a. Advising Module Demonstration

Director of Advising Services Carol Buttice demonstrated how students can access and use the advising module when adding/removing classes, searching for open classes and prerequisites, learning about requirements for degrees and certificates, or modifying their academic plans. According to Buttice, the module has streamlined the advising process and is easy for students and advisors to access.

Board members had the opportunity to ask questions. One question was whether the module was available in Spanish. Although a Spanish version was not available; it would be further researched.

#### II. Agenda Review/Changes

There were no changes to the agenda.

**Motion:** Ken Hart moved to adopt the agenda as presented and the motion was seconded by Betty Carter. The motion carried unanimously.

#### III. Special Presentations

##### a. New Employee Introductions

New employees and employees who moved to new positions were introduced during the meeting. The employees introduced were SRCI ABE Instructor Diana Soto, SRCI BCT Shop Supervisor Jeff Swope, Ag Instructor Dr. Mary Ridout, STARS Success Advisor/CTE Coordinator Sam Widner, Livestock Manager Brady Merrifield, and Benefits Navigator Hannah May. Not present during the meeting but recognized was SRCI BCT Shop Assistant Dave Bowers.

##### b. STEP Program

SNAP Training and Employment Program Student Success Coach Charla Wheeler spoke about what the STEP Program is, and how it serves students. According to Wheeler, many of the students in the program are nontraditional adults, some require a GED, many are in CTE courses, and all students develop a specific college and career plan. The purpose of the program is to prepare STEP students for employment that leads to economic self-sufficiency.

Dean of CTE David Koehler explained how the federal grant (administered through Portland Community College) works to fund the program and how partnerships also help fund student tuition and fees.

#### IV. College Business

a. Foundation Quid Pro Quo

Vice President Shirley Haidle stated every year the Foundation enters into a quid pro quo agreement with the College. In this year's agreement there were some changes. The Foundation Board approved to increase the percentage they pay to 37.5% toward the executive director salary and benefits and continue their 67% portion of the administrative assistant salary and benefits for 2021-22. The monthly in-kind contributions were also noted based on an amount per square foot. And because the Foundation purchased their own software package an amount was added for IT support services as well as an increase in telephone/internet services.

**Motion:** Cheryl Cruson moved to accept the Quid Pro Quo Agreement and the motion was seconded by Ken Hart. The motion carried unanimously.

b. COVID-19 Update

Director Anne Marie Kelso reported an increase in positive COVID cases; however, this past week there has been little exposure reported. In addition, many are experiencing face covering fatigue due to the enforcement of the mask mandate.

The Board asked about the gift card incentive to entice students to receive the COVID vaccination. According to Kelso, the offering of an incentive has been very effective and will be offered through the end of October. The Board also asked if the incentive could be extended longer. Kelso stated from a public health perspective we can consider extending the offer while we are waiting to hear more from the Governor's Office.

c. October 21-22, 2021, NWCCU Mid-cycle Self Evaluation Visit

Prior to the meeting the Board received a copy of the accreditation visit schedule. Accreditation Liaison Officer (ALO) David Koehler reminded the Board of the mid-cycle evaluation visit set for October 21-22, 2021. The NWCCU three-person committee consists of (Chair) Ms. SaraBecca Martin, Dr. Suzanne Ames, and Dr. Bryce Humphreys. The NWCCU Liaison is Dr. Selena Grace.

Dean Koehler recapped how the mid-cycle self-evaluation report focuses on mission fulfillment and student achievement. He reminded the Board that they receive the mission fulfillment report annually in December which employs all the measures of student achievement and comparative data. He also noted evaluators will be looking at programmatic assessment and the College has provided evidence of three program reviews worked on over the summer and where they are in the process.

As we move forward, the College is also working on furthering a culture of assessment, equity lenses, guided pathways, postsecondary data partnership, new advising model, strategic enrollment management plan, and improvements in our institutional cybersecurity efforts. These are the big initiatives the College is working on as we move forward in the next few years.

In his presentation, ALO Koehler provided a review of Recommendation 5 which is about the board and the governance process. Although we are in compliance, we need to improve transparency and dialogue, clarify the decision-making and operational roles of constituent groups, and encourage collegial, college-wide engagement of all

constituencies. The Board was reminded that the College does have a comprehensive governance manual that is updated annually and how governance councils are self-evaluated annually. ALO Koehler pointed out that the transparency with the Board is at an all-time high; the Board has access to more information regarding the operations of the college than ever before; engagement by the Board has been very active during the 2020-21 academic year, the board reviewed 25 board policies and nine administrative regulations; and the plan is to provide effective board policy trainings. These are some of the things the College believes the Board will be asked to comment on during their visit with evaluators on October 21.

d. December Board of Education Meeting Date Change

The Board was asked to consider a date in December for their planning retreat meeting and a date change for their regular Board meeting. After some discussion, the Board decided to hold the planning retreat meeting on the same day as their regularly scheduled board meeting. The date was set for Tuesday, December 14 from 9:00 a.m. to 4:00 p.m. for the planning meeting and an earlier 5:00 p.m. start time for the regular monthly meeting.

**Motion:** Stephen Crow moved to hold the retreat and board meeting on Tuesday, December 14 and start the regular meeting an hour earlier. The motion was seconded by Roger Findley. The motion carried unanimously.

V. **Public Comment**

There were no comments from the public.

VI. **Consent Agenda - Action Item(s)**

- a. Board Minutes – September 21, 2021
- b. Financial Report

**Motion:** Cheryl Cruson moved to approve the consent agenda and the motion was seconded by Stephen Crow. The motion carried unanimously.

VII. **College Reports and Statements**

a. **Statements from ASG/Student Programs**

ASG President Abby Smith provided updates on the student leadership retreat and trainings, events, and intramurals, as well as updates within Student Government. In addition, the ASG held their first Food for Thought forum on October 14 on the topic concerning campus beautification.

b. **Statements from Faculty**

There were no statements from faculty.

c. **President's Reports**

i. Academic Affairs

In addition to his written report, Vice President Eddie Alves provided the Board with the results from the past weekend's rodeo competition. The rodeo student who was chosen as the number one all-around was Wiley Jack.

Vice President Alves apologized for not having the Burns results available this month and explained the challenge. A Burns student is defined as living in Harney County and only taking distance education courses. But due to COVID they had difficulty defining who is really a Harney County student because students don't change their addresses. He also spoke about the work being done to obtain the data so goals can be set this year for the Burns Center.



Vice President Alves addressed questions by board member Roger Findley who asked for clarification on the 91% pass rate by nursing students and the students who withdrew from the program and are graduating in 2023. Other questions addressed included the cancellation of the fall quarter CNA class due to low enrollment and the development of an automotive business program.

ii. Student Services

Vice President Travis McFetridge provided an update on the fall Quarter-to-Quarter Enrollment Report in regard to total FTE, reimbursable FTE, returning students, etc. Overall, there was not a significant change since last month's report.

Additional highlights included:

- admissions and recruiting hosting tours and meet and greet for 126 Fruitland high school students. The event received lots of positive feedback and was well received;
- an update on the athletic teams was provided to the Board as well as the announcement of Coach Cam Swanson being hired as the Head Coach for Men's Basketball;
- vaccine information sessions from healthcare officials were provided for student athletes. According to Vice President McFetridge there is a benefit for teams to compete if they are 70% vaccinated; and
- Advising Day is set for November 2. Three \$500 scholarships will be randomly drawn to be awarded winter quarter to two students from Ontario and one student from the Caldwell Center.

iii. Administrative Services

Vice President Shirley Haidle provided updates on the audit work which is almost complete. At this time no date has been set for the Audit Committee who usually meets in either December or January.

Vice President Haidle addressed questions by board member Roger Findley in relation to the increase in the ending funding balance, increase in state funds, and the increases in debt service requirements. Vice President Haidle stated at this point the College is not over budget, so no board action is required. In addition, she explained the three debt issuances (PERS bond, housing bond and the consolidation bond) and noted the PERS bond payments had increased for this issuance.

iv. College Relations and IT

Associate Vice President Abby Lee provided some statistics on how the *Get Back on Track* commercials are doing as well as the targeted marketing efforts by Admissions. Both AVP Lee and VP McFetridge are still working to track the students reached in the campaign.

Although our numbers are down, we are excited about our returning students and should have in a couple weeks our fourth week enrollment numbers as well as the statewide comparators on how we are doing compared to other schools.

AVP Lee has been working at the Caldwell Center and commented on the hard work everyone is doing there. Lee also mentioned there are nine applicants being reviewed for the Caldwell director position with the goal to get someone

on board soon. There are many positive things happening at the Center but there is still work to do.

New employee Phoenix Millhollen will be introduced at the next board meeting. Millhollen was recently hired as the new Marketing & Social Media Specialist.

AVP Abby Lee addressed questions by board member Roger Findley in regard to FTE at the Caldwell Center and the club wrestling program. According to AVP Lee although the numbers are down at the Center as a result of COVID and the job opportunities in the Western Treasure Valley, the Center does have some great opportunities with our addiction studies program and other program opportunities, partnerships, and community connections. AVP Lee stated due to COVID, Zoom, and staffing needs we are going to see a different model at the Center and how we will continue to support it.

v. President's Comments

Dr. Dana Young spoke about the incentive to offer three Chukar Scholarships at the upcoming Advising Day to encourage students to register early for classes or on time. She also addressed the COVID vaccination incentive and the recommendation of an extension to encourage students to get vaccinated.

Dr. Young and Cathy Yasuda have been spending time getting ready for the major gifts campaign. We are excited to get going and President Young has already started making appointments.

d. **Statements from Foundation**

Director/CDO Cathy Yasuda thanked the Board for approving the Quid Pro Quo between the College and Foundation. Yasuda also updated the Board on the meeting with consultant Rich Gross on the next steps for the major gifts campaign. The campaign will be a heavy workload for everyone, but she is excited for the Board of Education and Foundation to have a supporting role in the campaign.

On Friday, November 5, the Foundation Gala will be held at the Four Rivers Cultural Center. The Foundation has received numerous contributions for the silent and live auction, and everyone was thanked for their support.

e. **Statements from Board Members**

- Roger Findley stated he appreciated the report on the rodeo team's results.
- Ken Hart shared he attended the Chukar Fall Fest and could tell the students were engaged.
- Cheryl Cruson attended the last Foundation meeting, and they are excited about the Gala and are busy getting donations.
- Betty Carter appreciated everyone's reports and presentations tonight.
- Dirk DeBoer thanked everyone tonight for being at the meeting. He thanked everyone for their reports and said he is looking forward to the automotive program.
- OCCA Board Rep. Report - Stephen Crow reported Morgan Cowling was chosen as the new Executive Director for the Oregon Community College Association (OCCA). In other news, Crow is working with the Oregon President's Council (OPC) and OCCA staff to onboard the new executive director and the OCCA Annual Conference was postponed until April; however, the Howard Cherry awardees have all been selected.

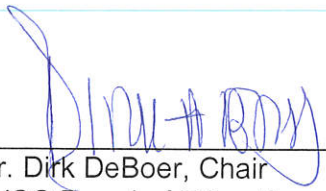
VIII. **Important Date(s)**

- |                   |  |
|-------------------|--|
| a. November 2     | Advising Day for Winter Quarter (no classes from 8 am to 4 pm) |
| b. November 5     | TVCC Foundation Gala (6:00 p.m.)                               |
| c. November 11    | Veterans Day Observed (college closed)                         |
| d. November 24    | Thanksgiving Break (campus closes at 3:00 pm)                  |
| e. November 25-26 | Thanksgiving Observed (campus closed)                          |

IX. **Adjournment and Next Meeting(s)**

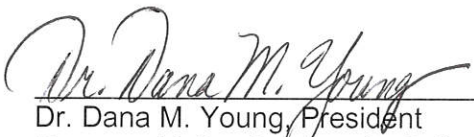
- a. November 16, 2021, TVCC Board of Education Regularly Scheduled Monthly Meeting

**Motion:** Ken Hart moved to adjourn the meeting at 8:19 p.m. and the motion was seconded by Roger Findley. The motion carried unanimously.



---

Mr. Dirk DeBoer, Chair  
TVCC Board of Education



---

Dr. Dana M. Young, President  
Treasure Valley Community College